

Charter and Operational Handbook for the Southwest Area Engine Operators Committee

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Charter

I. Authority

This charter sets forth guidelines and procedures by which the Southwest Area Engine Operators Committee will operate.

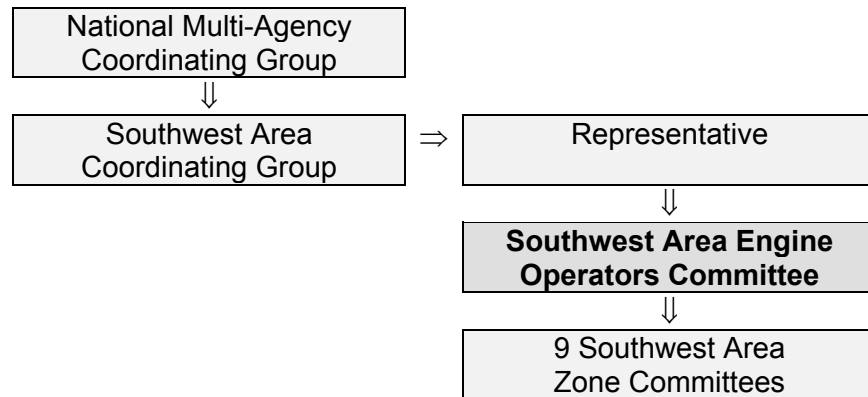
II. Mission Statement

The mission of the group is to enhance and expand the level of training, knowledge, technical expertise, and professionalism of fire engine operators in the Southwest Area. This includes providing an interagency forum for identifying and resolving issues pertaining to fire engine operators as well as technology transfer and information sharing.

III. Membership of the Southwest Area Engine Operators Committee shall consist of the following.

- a. One engine operator from each zone in the Southwest Area
 - NAZ
 - CWZ
 - WMZ
 - SEZ
 - TAZ
 - SNZ
 - ABZ
 - GLZ
 - LNZ
- b. Representative from each agency in the Southwest Area
 - Forest Service
 - Bureau of Land Management
 - Bureau of Indian Affairs
 - National Park Service
 - Fish and Wildlife Service
 - Arizona Dept. of State Lands
 - New Mexico Forestry Division
- c. Southwest Area representative
- d. Southwest Area Coordinating Group representative
- e. Engine Equipment Committee representative
- f. Southwest Coordination Center representative

IV. Organization



The Southwest Area Engine Operators Committee shall select the following members from the Committee:

- Chair (from the Committee)
- Vice-chair (from the Committee)
- Recording Secretary (from within or outside the Committee)
- *Ad hoc* and Working Group members (selected as needed)

The three main officers shall serve a minimum of two years. Each position can rotate through the agencies of the Southwest Area.

Selection of officers shall take place at the second meeting of the year in which their term expires.

The Chair and Vice-Chair will be selected every 2 years. Nominees will come from the recommendation of each of the Zones in Region 3.

V. Responsibilities and Duties

Committee Members

Facilitate cost-effective management and promote consistently high-quality performance and image for engine operators and engine crews within the Southwest Area.

Annually plan, develop, and sponsor an Areawide workshop for engine operators consisting of one or more days. Each Engine Operators Workshop will follow a theme of technology transfer and information sharing. Zone representatives will develop the workshop agenda with input from the engine operators at large and the Southwest Area Coordinating Group.

Develop, support, sponsor, and promote interagency training for engine operators throughout the Southwest Area.

Identify and resolve safety issues pertaining to wildland fire engines and wildland fire suppression with engines.

Develop a network to enhance dissemination of information and technology transfer to all engine operators within the Southwest Area. The network will allow for efficient flow of information at all organizational and functional levels.

Develop recommended minimum interagency training standards for fire engine operators in the Southwest Area.

Support the annual Engine Academy/Program

Provide a forum for engine operators' perspectives on equipment development, specifications, and construction at an annual workshop.

VI. Meetings

The Southwest Area Engine Operators Committee shall meet twice a year at a site to be selected at the previous meeting. These meetings shall be in the spring and fall. Meetings are open to engine operators and other interested parties.

VII. Special Circumstances

Any committee member can request additional meetings or teleconferences if the need should arise.

This charter, Operational Handbook, and the standing committee shall remain in effect until amended by the Committee or dissolved by the Southwest Area Coordinating Group.

Recommended by:

Approved by:

_____, Chair
SWA Engine Operators Committee
_____, Date

_____, Chair
Southwest Area Coordinating Group
_____, Date

OPERATIONAL PROCEDURES

ORGANIZATION

I. Membership

Engine Operators Committee

The following procedures will govern operations of the Southwest Area Engine Operators Committee (SWAEOC).

A. Membership in the SWAEOC shall include one engine operator from each zone and agency within the Southwest Geographic Area. These individuals are voting members and conduct committee business. All Committee members will serve a minimum of two years at which time a new member may be selected or the current representative can continue for another term. As terms expire, notices will be sent to Southwest Area engine operators asking for their interest in serving on the Committee.

If a Committee member does not represent an agency, the Committee will work with the agency and/or liaison to the Southwest Area Coordinating Group (SWACG) to find a candidate. Agencies not wanting or unable to furnish a Committee member may select an existing Committee member to represent their agency's issues and concerns.

B. The Southwest Area Engine Operators Committee shall select the chairperson from its membership with the concurrence of the Southwest Area Coordinating Group. The chairperson shall serve a minimum of two years.

C. The vice-chairperson shall be selected from within the Committee and serve a minimum of two years.

D. The SWACG and/or the Engine Operators Committee may appoint *ad hoc* members. These members will serve to meet special needs of the Engine Operators Committee and will be selected on a yearly basis.

All lead positions on the Committee (i.e., chairperson, vice-chair, secretary) are open for nominations and voting by the Committee body at the fall meeting.

Committee Representation

Southwest Area Zones

- NAZ
- CWZ
- WMZ
- SEZ
- TAZ
- SNZ
- ABZ
- GLZ
- LNZ

Agency Representation

- Forest Service
- Bureau of Indian Affairs
- Bureau of Land Management
- Fish and Wildlife Service
- National Park Service
- Arizona Dept. of State Lands
- New Mexico Forestry Division

Ad hoc membership

Ad hoc membership may be recruited from, but is not limited to, the following group.

- Southwest Coordination Center
- Engine Equipment Committee

Subcommittees

Subcommittees and working groups will be formed as necessary to work on specific items or tasks identified by the committee. Subcommittees are ongoing functions of the Committee. Working groups will be dissolved when no longer needed as decided by the Committee. The Committee chair will insure there is a lead for each subcommittee and/or working group.

II. Responsibilities and Duties

Engine Operators Committee members

- Attend all Committee meetings and functions
- Participate in Committee functions, subcommittees, and working groups, as necessary
- Serve as point of contact and liaison for member's respective agency
- Coordinate dissemination of information regarding activities and operations of the Committee, subcommittee, and working groups with respective agency
- Notify Chair if unable to attend a meeting or function
- Identify interagency engine operator issues and concerns in the Southwest Area and make recommendations concerning these to the SWACG.
- Develop, maintain, and distribute a list of engine operators within the Southwest Area. This list will be posted on the engine operators' Website.
- Insure the Website is maintained on a regular basis.

Chair

- Ensure Committee meetings are conducted in a proper and timely manner
- Approve, authorize, and coordinate committee activities
- Establish subcommittees and/or working groups, as necessary

- Approve and insure the dissemination of Committee reports and information to the engine operators community
- Respond to requests from Committee members for interagency contacts
- Attend or designate a representative to attend the SWACG meeting(s), and provide report(s) to the Coordinating Group on Committee activities

Vice-Chair

- Conducts Committee business in the absence of the Committee chair

Secretary

- Take minutes during Committee meetings
- Maintain record of Committee business

Ad hoc

- Attend Committee meetings as needed
- Advises Committee on policy and procedures specific to their agency or function

Subcommittees

An ongoing task group assigned by the Committee chair

- Develops goals and objectives for the specific subcommittee
- Organize and plan activities as necessary
- Implement the actions required of the subcommittee
- Provide feedback to the committee chair and the Committee on the activities of the subcommittee

Working Group

A temporary task group assigned by the Committee chair

- Research special issues and concerns
- Issue progress reports and apprise chair on activities
- Responds to special requests from the Committee

III. Updates

The Southwest Area Engine Operators Committee shall keep the Southwest Area Coordinating Group informed of Committee activities.

- Sharing of experience – review of past season and lessons learned
- Advances in technology

CHANGES, AMENDMENTS, DELETIONS

Any part of the Operational Handbook may be changed or amended by a majority decision of the Southwest Area Engine Operators Committee at a regular meeting.

Any such actions require notification to and concurrence by the Southwest Area Coordinating Group.